

## **Studley Green Community Association (SGCA) and GDPR**

The General Data Protection Regulation (GDPR) comes/came into force in May 2018. This legislation replaced existing data protection laws and governs how Companies and Organisations collect, hold and use people's personal data.

As a provider of facilities for recreational hire to Private individuals, other Charitable and/or Private Organisations and Commercial customers, SGCA is committed to GDPR compliance and strengthening the security and protection of its customers' data.

SGCA therefore abides by the following customer data safeguarding principles:

- Only relevant data specifically necessary for our use in connection with hirers and their hiring will be collected and stored.
- Hirers information is only stored within our premises and can only be accessed by the relevant Committee member(s) and Chair.
- Any printed documentation that includes customer data e.g. invoice, statement, delivery note etc. is stored in our premises under lock and key. The only key holders are the relevant Committee members.
- All printed customer documentation is shredded at time of disposal after the period of hire has finished or been terminated.
- CCTV camera recordings taken within and around our premises will not be kept longer than is necessary for the maintenance of good security and will not be shared with anyone other than the Police (and/or any other rightful legal/judicial body) and only if a proper request is made.
- Our customers have a permanent right to request that all of their data be erased at any time. If you wish to be erased from our systems, please contact the Chair detailed below.
- We only use customer data in the processing and fulfillment of hire purposes, and the optional communication of occasional news.
- None of our customer data is transferred to any third party.
- We expect all of our suppliers to have GDPR procedures in place and encourage customers to familiarise themselves with GDPR.
- All of our members are familiar with the importance of GDPR and their personal responsibilities to protecting customer data.

Any questions relating to our GDPR procedures can be addressed to the Chair and assigned Data Protection Officer David Carradus - [studleygreenca@gmail.com](mailto:studleygreenca@gmail.com), 01225 769187.

The Studley Green Community Association is a registered Charity in England and Wales, registration number: 285503.